

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ACCOUNTING TECHNICIAN

JOB REQUISITION: 2559

LOCATION: San Francisco, CA

The Finance Division provides an integrated program of budget planning, asset management, accounting, procurement, contract management, auditing, and trial court fiscal services for the judicial branch of California government. It also provides accurate and timely financial data to the legislative and executive branches and other constituents. The division comprises five units: Budget, Accounting, Business Services, Internal Audit, and Trial Court Fiscal Services.

ACCOUNTING SERVICES UNIT

The Accounting Services Unit provides fiscal services to the Supreme Court, the Courts of Appeal, the Judicial Council/Administrative Office of the Courts (AOC), the Habeas Corpus Resource Center (HCRC), and the Commission on Judicial Performance (CJP) including, but not limited to, the processing of vendor invoices and travel claims, court fee revenue, payroll for assigned judges, and grant payouts and reimbursements.

Reporting to the Supervising Accountant, the Accounting Technician will be responsible for accurately performing accounting operations work in support of various judicial branch agencies.

RESPONSIBILITIES

- Reviews, codes, and audits the more complex invoices, travel claims, relocation claims, and compensation claims using an automated financial system;
- Reviews documents for data integrity, availability of funds, and proper approvals;
- Performs month-end reconciliations of claims filed, petty cash, credit card invoices;
- Posts payments and encumbrances to proper ledgers, maintains encumbrance register, and initiates adjustments to encumbrances and performs associated reconciliations;
- Assists with preparation of periodic reports and financial statements;
- Reviews and reconciles revolving fund accounts by general ledger (subsidiary accounts for salary, travel, and expenses);
- Maintains claim schedule, contract, and purchase order files; prepares claim schedules for approval; prepares and inputs claim schedule adjustments and claim corrections;
- Processes revolving fund checks;
- Prepares and types memos and correspondence as assigned;
- Maintains fixed asset accounting records, additions, deletions, and inventory control;
- Answers telephone inquiries from vendors, courts, Administrative Office of the Courts personnel, and Controller's Office staff regarding the transactions they processed; and
- Provides backup operational assistance as needed.

This position may require occasional evening and weekend hours. Statewide travel may be required as necessary.

MINIMUM QUALIFICATIONS

Equivalent to an associate degree, preferably with major course work in accounting, and two years of experience performing accounting operations work such as processing invoices and claims,

reviewing document, assisting in the preparation of periodic reports and financial statements, and other similar work.

Additional directly related experience may be substituted for the education on a year-for-year basis. Additional directly related college level education may be substituted for the experience on a year-for-year basis.

Ability to handle confidential information with discretion, establish and maintain effective working relationships with those contacted in the course of work, and perform detailed financial work. Demonstrated experience meeting critical deadlines and handling a high volume of customer inquiries.

DESIRABLE QUALIFICATIONS

- Familiarity and experience with Oracle Financial systems, Excel spreadsheets, Microsoft Word and Reconciliation of ledgers or full-charge bookkeeping; and
- Knowledge of reportable reimbursement tax laws, withholding requirements, principals of financial record keeping, and governmental accounting rules and regulations.

TO APPLY

This position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Finance/Accounting/Budget", and search for Job Req. #2559, Accounting Technician. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To request a printed application, please contact:
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102
(415) 865-4272 Telecommunications Device for the Deaf

Pay and Benefits:

Salary Range: \$4,009 - 4,874 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
ACCOUNTING TECHNICIAN
(Job Req. #2559)**

Your answers to this supplemental questionnaire must be completed with your application in order for your application to be considered for review.

1. Briefly describe the scope and extent of your accounts payable experience as it relates to your current position and/or the position where the majority of your accounts payable experience lies. Please include your specific duties, size of the overall organization and accounting unit, and your ability to meet deadlines.
2. Describe your experience, if any, performing reconciliations. Please include the types of reconciliations and your specific duties associated with the process.
3. Describe your experience, if any, working with automated financial record keeping systems. Please list the specific software or systems used and any reports you were responsible for generating.
4. Describe your experience, if any, in reviewing contracts to ensure invoice compliance with the payment terms for contracted vendors.